



Michigan Department of Natural Resources, Forest, Mineral and Fire Management

FOREST STEWARDSHIP GRANT PROGRAM OUTREACH & EDUCATION PROJECTS

APPLICATION INFORMATION

*This information is provided by authority of Part 501 of 451, PA 1994, as amended, and the
U.S. Cooperative Forestry Assistance Act of 1978, CFDA 10.664.*

Co-sponsored by:

USDA Forest Service, State and Private Forestry Program
Michigan Department of Natural Resources, Forest, Mineral and Fire Management

DUE SEPTEMBER 15

This information is available on our website at www.michigan.gov/dnr.

GENERAL INFORMATION:

Michigan Department of Natural Resources (DNR), Forest, Mineral and Fire Management (FMFM), in cooperation with the USDA Forest Service, has established a Forest Stewardship Grants Program for special forestry projects. Funding is federal money from the USDA Forest Service, State and Private Forestry Program, Forest Stewardship Program (CFDA 10.664).

Funds will be available to individuals and organizations on a competitive basis for forestry projects that provide education and outreach to Non-Industrial Private Forest (NIPF) landowners. Maximum individual grant amount is between \$2,000 and \$15,000, depending on the type of proposal. This is a 50-50 cost share match program. The applicant's matching funds cannot come from other Federal funds. Project must be completed by **September 15 of each year**.

Forest Stewardship, as it relates to this program, is the application of proper economic and ecological principles to the management of NIPF lands. The program's purpose is to enable individual landowners to achieve personal land ownership goals and objectives while maintaining forest ecosystems, biological resources and a sustainable supply of forest products for future owners and society as a whole.

The purposes of this grant program include: an increased understanding of the benefits of actively managing forest ecosystems, developing long-term management plans that will achieve forest stewardship while at the same time providing outreach and education to NIPF landowners about forest stewardship, and providing outreach and education to all citizens about stewardship of our natural resources.

This is a reimbursement grant program: Federal grant monies awarded under this program will be paid only upon evidence of completion of granted projects.

For additional information, visit the DNR website at www.michigan.gov/dnr, or contact:

**FOREST STEWARDSHIP GRANT PROGRAM
FOREST, MINERAL & FIRE MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30452
LANSING MI 48909-7952**

Telephone: 517-335-3355

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HOW TO APPLY:

Submit the original application and two copies. Applications will be accepted from local units of government (municipality, township, county, school district, public university and other legal entities of local government), individuals, and non-profit organizations ((501(c)(3)) or other granted legal status). Please do not enclose materials in folders or binders.

The grant application must demonstrate that grant funds are not substitutions for existing program expenditures. Applications must include a Project Narrative including technical information, and a Budget.

Narrative Information: The narrative should include short and long-term project performance, results and evaluation, organizations involved and people responsible for project implementation and follow-up, impact on non-industrial private landowners (NIPF) and how the project will be continued beyond grant funds (if applicable). Applications should include detailed information for the evaluation committee to review when rating your proposal.

Budget Information: Applications must include the total project cost, grant amount request (no more than 50% of the total project costs), and the amount and type of matching funds (cash, in-kind contributions, etc.). Federal monies from other sources may NOT be used as matching funds. In-kind contributions such as in-house or volunteer labor costs, goods, services, etc. should be identified. Volunteer labor/services should be valued as: Adults - \$15/hour, Youths (up to age 16) - \$5/hour. Professional or technical services contributed by businesses or companies may be estimated at commercial/ professional rates that are reasonable and customary.

Applicants that have an approved overhead/indirect rate from a Cognizant Federal Agency may include indirect costs as part of their match portion. Proof of certification will be required. This amount will be limited to 20% of the grant funds requested, based on DNR directives. All matching funds must be directly related to the project applied for.

Example Budgets:

Project: Landowner Workshop; Total Project Cost: \$10,000		
	<u>Federal</u>	<u>Non-Federal Match</u>
Materials		\$3,000
Contract-Presenters	\$5,000	\$2,000

Project: FSP Management Plan, Total Project Cost: \$1,000		
	<u>Federal</u>	<u>Non-Federal Match</u>
300 Acres Consultant	\$500	\$500

Applicants must provide (when requested) quarterly, semi-annual and/or annual project reports. Project records must be available for audits for up to 3 years, and site reviews for up to 5 years. Applicants must comply with all applicable state and federal requirements and regulations.

Non-Profit Information: If the project is being performed by a non-profit organization on public land, permission by the landowning authority must be documented (i.e. school district, township supervisor). Lands owned by non-profit organizations and Tribal lands are eligible for use, but applicants must submit a letter from the organization or Tribe ensuring that the lands are open to the public for educational purposes.

ELIGIBILITY:

SUSPENDED AND DEBARRED PARTIES:

***Sec. 3016.35 Subawards to debarred and suspended parties.** Grantees and subgrantees must not make any award or permit any award (subgrant or contract) as any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." List of debarred parties: <http://www.epls.gov>.

Eligible Projects: Several types of projects will be eligible for funding under the program: FSP management plan preparation (for school or municipal forests), outreach and education projects, demonstration areas and ecosystem planning projects.

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Management Plan Preparation: (For school or municipal forests only--state or federal land is ineligible.) A FSP management plan must be prepared by a FSP Certified Plan Writer and follow requirements of the Forest Stewardship Program. FSP management plans must be approved by the Michigan DNR prior to reimbursement and must include projects that will provide outreach and education to NIPF landowners. The maximum reimbursement is based on a per acre payment formula as follows: $\$300 + \$1.25 (\# \text{ of acres})$ = the portion of the plan that can be paid by the FSP program. A match of 50% for this plan is required. The maximum grant payment that can be made is \$2000.

Outreach and Education Projects such as workshops, training sessions, youth programs, public service materials, brochures, exhibits, computer programs, and video production and distribution. Grant money cannot pay for equipment purchases such as video camera, computer, etc. Projects must target NIPF landowners, and can also include other citizens. (Maximum grant request: \$5,000)

Demonstration Areas such as planting, signing, materials, technology transfer, trails, non-commercial natural resource improvement, enhancement and protection for demonstration, education and information purposes. Project must be performed on non-federal public lands or lands open to the public, and must target NIPF landowners. (Maximum grant request: \$5,000)

Ecosystem Projects: Local, watershed or regional projects that target NIPF landowners to actively manage their forest ecosystem for sustainability and forest health. (Maximum grant request: \$15,000)

RATING CRITERIA:

Submit the original application and two copies. Applications will be rated based on two criteria: project/program goals and project quality. Project/program goals include responsiveness to Forest Stewardship Program objectives of encouraging NIPF landowners to actively manage their forest land for sustainability and forest health. Project quality includes project effectiveness, project outcomes, short and long-term impacts, cost effectiveness, and evaluation methods.

In addition, several items will be evaluated in the grant awards. These are evaluations for program administration on a statewide basis. They will be reviewed after proposal review when determining final awards. They include geographic location, project variety, and project relevance. DNR reserves the right to refine or alter the criteria at any time.

GRANT AWARD AND EXECUTION OF CONTRACT:

Grants will be awarded to the highest-rated proposals, as determined by the DNR, based on application comparisons and other considerations. Following the rating, each applicant will be notified of their status (award and allocation, or no award).

Projects meriting funding consideration, but not at the requested amounts, may be offered reduced awards. Grant recipients will receive grant documents for processing following the initial notification. In addition, grant recipients may be required to meet with Forest Stewardship Program staff prior to starting the grant to review project plans and activities. Grant monies will be paid **ONLY** upon evidence of completion of project. Project must be completed by September 1, 2007. Recipients must comply with all applicable state and federal regulations and requirements.

Projects receiving funds must acknowledge the support of the Michigan Department of Natural Resources, Forest Stewardship Program, and the USDA Forest Service, State and Private Forestry Program.

Michigan Department of Natural resources, FMFM reserves the right to withhold award of available grant monies.

Fully completed applications must be postmarked by September 15 prior to starting the project. No facsimiles will be accepted.

The Michigan Department of Natural Resources provides equal opportunities for employment and access to Michigan's natural resources. Both State and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203

For information or assistance on this publication, contact Forest, Mineral & Fire Management, Michigan Department of Natural Resources, PO Box 30452, Lansing, MI 48909-7952. Telephone: 517-373-1275.

This publication is available in alternative formats upon request.